

MEETING MINUTES
Special Meeting of Date December 14, 2016

1) Call to Order

The special meeting of the Airport Advisory Commission of the City of Hollister was called to order by Chairman Deane Judd on December 14, 2016, at 6:00 p.m. in the City Council Chambers at City Hall, 375 Fifth Street, Hollister, California.

2) Pledge of Allegiance

Recited.

3) Roll Call: Roll was answered as follows:

Present: Chairman Deane Judd, Commissioners Robert Scattini, Fred Meyer, Steve Huston, and Marge Sunzeri, and Executive Secretary Mike Chambless.

Absent: Commissioners Machado and Martinez.

4) Verification of Agenda Posting

The Agenda for the Airport Advisory Commission of the City of Hollister Special meeting of December 14 was posted on the bulletin board at City Hall on December 9 at 10:00am per Government Code Section 54954.2

5) Consent

- a) It was moved by Commissioner Scattini and seconded by Commissioner Sunzeri to approve as presented the Minutes of the Airport Advisory Commission meeting of November 16, 2016. Motion carried 5-0.

6) Public Input

- a) There were no public comments.

7) Reports

- a) AIP Phase I - Mike Chambless reported that the legal department sent a letter to the phase I contractor stating we wanted them to fix the deficiencies; the contractor replied with a letter stating they were not going to fix anything based on the fact that the runway is being used, and the contractor therefore believes there are no problems. The legal department is preparing an appropriate response.
- b) CalFire - We are still waiting to hear from the state department of general services on the issue of extending the current lease.

As to the lobbying efforts on behalf of the new development on the west side, we are in the process of making an appointment with state legislator Caballero to go over the project with her.

- c) AIP 18 - ALP Update - Mike reported that surveying will begin right after Christmas. This likely will take a few weeks.

d) PAPI - Nothing to report.

e) Airshow - On November 21 Mike presented the airshow information to the City Council and requested direction from the Council on how to proceed. He recommended the airshow be cancelled because the airshow committee was unable to comply with the Mayor's request, viz. raise an additional \$20,000 to cover the airshow deficit. At this same meeting, by a 3-2 vote, the Council directed Mike to bring the topic back to the next Council meeting and request a schedule for the airshow.

Mike was able to get the topic added as an item on the Council's special meeting of November 28. At that meeting, with a 2-2 vote and one abstention, the item died. At this point, with ICAS occurring before any following council meeting and with Mike unable to make performer commitments at or before ICAS, the airshow for 2017 was effectively cancelled;

At this point Chairman Judd addressed the Commission. He expressed disappointment that notwithstanding his lone vote against going forward with the airshow, the City Council had been unable to see its way clear to follow the advice of the commission and set a date and approve the airshow for 2017. He opined that, with the benefit of hindsight, the individual commissioners could have initiated conversations with the council member who appointed him or her and discussed the issue of the airshow. This would allow the individual council members to then have more detailed information ahead of when they would need to vote on it, and any who might be inclined to vote against it would have had the opportunity to question their appointee on the issue and better understand why the commissioner voted as he or she did. Commissioner Judd urged the commissioners in the future to communicate more with their appointer, especially in cases such as this.

f) Glider Update - Mike believes we have a new lease with the glider operator.

8) Old Business

a) Trailer Parking - No report.

9) New Business

a) Proposed By-laws - December meeting vote for January - Mike noted that the commission received a 3 day advance notification of the proposed change to the commission by-laws, to wit the word "June" on page four to change to "February", to effectively change the month during which a new chairperson and vice chairperson should be elected. The item has now been introduced and will be voted on at the next commission meeting (in January).

b) Budget - Mike reported that budgets are being done a month earlier this year. Some highlights are as follows:

Balance Sheet

- i) The airport enterprise fund current cash balance as of December 6 is \$708,000;
- ii) Fund balance reserved for FAA matching is \$204,000;
- iii) Reserves for capital improvements is \$115,000;
- iv) Reserves for equipment replacement is \$115,000;
- v) Reserves for major repairs is \$115,000;

No budget for a 2018 airshow. If that changes, a supplemental appropriation will be needed.

Revenues

There will be a slight increase in hangar rents and ground leases and a major increase in

building rents. Total increase in revenues will be \$201,000. This increase is mainly due to the new building on the west side and some renegotiated building leases.

Expenses

Salaries will be \$202,000, and total personnel budget will be \$367,000.

Services & supplies budget will be \$213,000.

We also are budgeting \$40,000 for a replacement AWOS computer, \$40,000 for upgrades to the old restaurant, and \$35,000 for a new airport markings paint sprayer.

Total expense budget will be \$817,190.

10) Items for Next Agenda

1. AIP Phase I update
2. Trailer parking
3. Cal Fire
4. AIP 18 - ALP Update
5. Restaurant
6. Runway 13 PAPI status
7. Bylaws
8. Budget

11) Next Meeting Date: January 25, 2017

12) Adjournment

There being no further business to come before the Airport Advisory Commission, Commissioner Scattini moved the meeting be adjourned. The motion was seconded by Commissioner Sunzeri. The motion passed 5-0 and the meeting was adjourned at 6:39 p.m.

Respectfully Submitted,

Mike Chambless, Executive Secretary